



KING COUNTY
CONTRACT ANALYST
(PROJECT/PROGRAM MANAGER II)
DEPARTMENT OF EXECUTIVE SERVICES - OFFICE OF RISK MANAGEMENT
Hourly Rate Range: \$27.02 - \$34.25
Job Announcement: 06HM6018
OPEN: 5/1/06 CLOSE: 5/12/06

WHO MAY APPLY: This career service position is open to all qualified career service employees and the general public.

WHERE TO APPLY: Required forms and materials must be sent attention to: **Human Resource Department, Administration Building, 500 Fourth Ave., Room 450, Seattle, WA 98104 by 4:30 p.m. on the closing date.** (Postmarks are not accepted.) Please call Keith Mitchell at 206-1727 for further inquiries. PLEASE NOTE: Applications not received at the location specified above and those that are not complete may not be processed.

FORMS AND MATERIALS REQUIRED: King County application form and data sheet, resume and letter of interest detailing your background and describing how you meet or exceed the requirements. Application forms may be found at: <http://metrokc.gov/ohrm/jobs/JobApplications.htm>.

WORK LOCATION: 400 Yesler Way, 4th Floor, Downtown - Seattle, WA 98104.

WORK SCHEDULE: This position is overtime eligible, 40-hour week; Monday - Friday, 8:00 a.m. to 5:00 p.m.

PRIMARY JOB DUTIES INCLUDE: This position will be responsible for performing analytical work of a highly responsible nature, performing the complete range of duties involved in program, policy formulation and development, and presentation of findings or recommendations; program management analysis skills applied to various general and specific problems encountered by County agencies, department director, or division manager; provide intergovernmental and interdepartmental coordination and functions with a considerable degree of independence and judgment; and interfaces with County officials, departmental management, and the staff of other governmental bodies. Position requires thorough working knowledge of the principles of Risk Management and Commercial Insurance and their application to Public Entity exposures; knowledge of local governmental administration and organizational methods with the ability to develop projects and studies from general instructions.

- Review contract "scope of work" statements with client to do a risk assessment consisting of identifying and analyzing loss exposures, examining alternatives and establishing appropriate bid document and contract insurance coverage, limits, language and indemnification requirements. If appropriate advise on ways to avoid or transfer the risk.
- Assist clients in the contract negotiation process in areas of risk management such as insurance and indemnification.
- Assist clients with review and approval of insurance documentation submitted by the contractor, as compliance with contract requirements.

- Periodically provide training presentations to client staff regarding insurance requirements in contracts and what constitutes adequate evidence(s) of insurance in compliance with provisions.
- Monitor and audit client contract files to verify the continued compliance with contract provisions concerning insurance.
- Respond directly to clients concerning inquiries about contractor requested changes to County contract boilerplate.
- Provide daily administration of insurance and bond files. This will include maintenance of policy files, gathering and forwarding requested data directly to the County's insurance broker, review of policy and change endorsements, review invoices for payment and assembling other data as required or requested by the client or underwriter.
- Monitor insurance portfolio for expiration deadlines and initiate renewal data gathering process. This will include obtaining updated information from effected clients and preparation of specifications and applications for policy purchases and renewals.
- Communicate with client to assess specific contract projects and conduct exposure and risk transfer analysis and document analysis findings to support risk assessment. Make recommendation(s) to client on how best to handle risks supported by your risk assessment.
- Assist in assembling and formalizing supporting documentation for first party claims on insurance policies and provide assistance with filing and pursuit of insured claims.

QUALIFICATIONS:

1. Graduation from an accredited college or university with major course work in insurance, business, public administration or related discipline applicable to the requirements of the position and/or the equivalent combination in education and experience.
2. Three years of increasingly responsible work experience in providing risk analysis, risk assessment on general liability, automobile liability, professional liability and property loss control.
3. Ability to work independently and with clients on complex issues utilizing a high level of technical knowledge of public entity risk management concurrent with providing service to multiple clients simultaneously.
4. Demonstrated success in time management and prioritization skills to meet critical deadlines.
5. Demonstrated ability in insurance portfolio management and first party claims processing.

DESIRABLE SKILLS:

High level of technical knowledge of commercial insurance and contractual risk transfer and contract law. Effective contract negotiation and conflict resolution skills.

Familiarity with the unique exposures and environment of Public Entities.

Ability to pitch in and assist others on a team environment Initiation of or acquisition of at least one industry related designation (i.e., ARM, CPCU).

SELECTION PROCESS: Application materials will be screened for clarity, completeness and qualifications. The most competitive candidates will be invited for an interview.

UNION MEMBERSHIP: This position is not represented.

CLASS CODE: 2441200